



**Iowa Finance Authority/Title Guaranty Division  
BOARD ORIENTATION MINUTES**

**Iowa Finance Authority Presentation Room  
2015 Grand Avenue  
Des Moines, IA  
May 1, 2013**

**IFA Board Members Present**

Darlys Baum, Chair	Joan Johnson
Carmela Brown, Treasurer	Shaner Magalhães
David Greenspon	Eric Peterson
Jeffrey Heil	Ruth Randleman

**Title Guaranty Board Members Present**

Kimberly Downing-Manning  
Daniel Seufferlein  
Chuck Winkleblack

**IFA Board Members Absent**

Michel Nelson

**Title Guaranty Board Members Absent**

Timothy Reilly  
Patricia Schneider

**Staff Members Present**

David Jamison, Executive Director/Board Secretary	Carolann Jensen, Chief Administration Officer
Lori Beary, Community Development Director	Michael Johnson, Software Development Specialist
Jess Flaherty, Executive Assistant	Beth Mahaffey, Business Development Director
Steve Harvey, Chief Operating Officer	Wes Peterson, Assistant to the Director
Deb Haugh, Single-Family Program Manager	Mark Thompson, General Counsel
Cindy Harris, Chief Financial Officer	Nancy Wallis, Administrative Assistant/Recording Secretary
Geri Huser, Director of Title Guaranty Division	
Ashley Jared, Director of Communications	

**Others Present**

None

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**Orientation Introduction/Overview/Strategic Plan**

Director Jamison opened the May 1, 2013, joint IFA/TGD orientation session at 1:10 p.m. The IFA Board members in attendance at that time were Baum, Brown, Greenspon, Heil, Johnson, Magalhães and Randleman. Director Jamison asked each Board and staff member to tell a little about his/her background. Chair Baum welcomed everyone and stressed the importance of Board members attending strategic planning meetings when scheduled.

Mr. Eric Peterson joined the meeting at 1:20 p.m.

Nearly all presentations included PowerPoint slides, which are available on the Board page of the IFA web site.

### **IFA/TG Board Membership 101**

Mr. Michael Johnson demonstrated how to access the IFA web site and the Board information on the IFA intranet. Ms. Flaherty then led the Board members in accessing the Board documents. Ms. Wallis closed by explaining reimbursement rules for travel expenses.

### **Communications**

Ms. Jared reviewed major initiatives being carried on by the communications/marketing department, including the upcoming homeownership contest, the HousingIowa Conference scheduled for September 4-5, 2013, at the Coralville Marriott, the updated web site that went live recently, and the focus on creating a consistent brand and increased awareness of IFA's programs.

### **Legislation**

Mr. Wes Peterson presented information regarding legislation from the current session relating to IFA and TGD. He also explained the legislative process and spoke briefly about IFA's contact with state and federal senators and representatives.

### **Internal Controls; Delegation of Authority; Strategic Plans, Budgeting & Forecasts; Financial Reporting**

Mr. Harvey explained in detail the process of internal controls and delegation of authority, and how to find that information on the Board information on the IFA intranet. He also reported on the processes of strategic plans and how that relates to budgeting and forecasts, as well as how the financial results are reported on a monthly and quarterly basis.

### **Business Development**

Ms. Mahaffey explained her work to increase awareness and education of IFA's programs and to promote a positive perception of IFA, including community outreach and her outreach to various partners.

### **Legal Overview/Role of Both Boards**

Mr. Thompson spoke about the history of IFA, the role of the IFA and TGD Boards, open records laws, gift laws and other items of legal importance.

### **Finance: Bond Issuance Process, Investments, Swaps**

Ms. Harris reported on various duties of the Finance Department. She explained the bond issuance process as well as IFA's basic philosophy regarding investments and swaps.

### **Affordable Rental Production**

Ms. Jensen summarized the various programs under her leadership in the Affordable Rental Production Department and provided basic details about each program.

### **Affordable Homeownership**

Ms. Haugh explained the benefits, purposes and basic eligibility requirements of IFA's various homeownership products.

### **Water Quality Division & Economic Development Programs**

Ms. Beary briefly reviewed the basic aspects of the State Revolving Fund Program and the Economic Development Program. Because of the late hour, she said a time would be set aside in the near future to cover more detailed information for the Board.

### **Title Guaranty Division (TGD)**

Because of time constraints, Ms. Huser said she would present additional information at a different time in the near future, but she provided brief comments regarding the role of the TGD Board in relation to the IFA Board, as well as current legislative updates.

### **Closing**

Director Jamison made a few closing comments and the meeting adjourned at 5:10 p.m.

Dated this 5<sup>th</sup> day of June 2013.

Respectfully submitted:

Approved as to form:

David D. Jamison  
Executive Director/Board Secretary  
Iowa Finance Authority

Darlys J. Baum, Chair  
Iowa Finance Authority

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